

# Working From Home Printable Toolkit



# Week Planner

Week beginning:

/ /

Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	Sunday

# Day Planner

Date: / /

07:00

08:00

09:00

10:00

11:00

12:00

13:00

14:00

15:00

16:00

17:00

18:00

19:00

20:00

## Today's top priorities

- 1.
- 2.
- 3.
- 4.
- 5.

## To Do

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- 
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- 
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- 
- 

## Contact details





# Meeting Notes

**Purpose:**

**Goal:**

Achieved

**Date:**

/ /

**Attendees:**

- In person    Telephone  
 Video conference

## Agenda

- 1.
- 2.
- 3.
- 4.
- 5.

## Agreed Actions

By:

By:

By:

By:

By: